

**DEPARTMENT OF COMMUNITY DEVELOPMENT & PLANNING**  
**ANDOVER BOARD OF HEALTH/CONSERVATION COMMISSION**  
**SEWER TIE-IN PERMIT PROCESS**

- Permits for connection to the newly installed municipal sewer system are processed by the Board of Health in the Andover Department of Community Development and Planning. The permit is issued to an Andover Board of Health Licensed Drain Layer selected by the homeowner to install the sewer connection. The Board of Health is located on the 1st floor (basement) of the Town Office Building, 36 Bartlet Street and the office hours are Monday thru Friday, 8:00 A.M. to 3:00 P.M. Board of Health agents and inspectors are available by phone at 978-623-8295 or e-mail at [health@andoverma.gov](mailto:health@andoverma.gov), during regular business hours to answer any questions you or your Drain Layer may have regarding connection to the new municipal sewer installed in your street.
- The Licensed Drain Layer fills out the following application in order to obtain a Building Sewer Installation Permit (BSIP):
  1. Sewer Connect Permit / Conservation Commission Review Application /for Existing House/New Sewer
  2. Petition to Abandon Existing Septic System
- The fee for the Sewer Connection Permit Application is \$130.00, and the fee for the Building Sewer Installation Permit is \$130.00 for a total of \$260.00, per the current fee schedule (fees are subject to change).
- A Trench Permit is now required for any sewer installation work, and the Drain Layer is responsible for pulling that permit. The fee for the Trench Permit is \$25.00 per the current fee schedule (fee is subject to change).
- The Conservation Commission Staff review may require a formal filing for a Determination of Applicability with the Andover Conservation Commission. This may necessitate scheduling a public hearing and arranging the services of a Professional Engineer and submission of engineering drawings or plans prior to issuance of your Building Sewer Installation Permit (BSIP) by the Board of Health. Applicants should contact the Conservation Agent in the Department of Community Development and Planning Office at 978-623-8311 if you have any questions relative to the procedure.
- After the Health Division and Conservation Division staffs approve the application, the Health Division will issue the Building Sewer Installation Permit (BSIP) to a Licensed Drain Layer.
- The Licensed Drain Layer installs the sewer connection pipe from the house to the street sewer main in accordance with the Town of Andover Board of Health regulation “Minimum Requirements For the Utilization of Sanitary Sewerage Systems” and performs the work to abandon the existing septic system in compliance with the provisions of 310 CMR 15.354 (3)(a)(b)(c). Title V. the State Environmental Code.
- The licensed Drain Layer is responsible for scheduling an inspection by the Plumbing Inspector prior to back filling of the newly installed sewer connection line. The Plumbing Inspector is available Monday thru Friday from 8 A.M. until 10 A.M. @ (978) 623-8305.
- The Licensed Drain Layer is required to file with the Health Division an “As-Built” drawing of the Sewer Connect Ties upon completion of the work.
- The Board of Health issues the Certificate of Compliance to homeowner.

If you have any questions, you may contact Town Staff at:

- The Board of Health at 978-623-8295
- The Conservation Commission at 978-623-8311